

Idaho Vital Statistics Certificate Request

• PO Box 83720 • Boise, ID 83720-0036 • (208) 334-5988 • www.state.id.us/dhw

INSTRUCTIONS: Complete the section(s) below for the type of certificate(s) you are ordering.
Additional info about fees for optional services, who can order, and ID is on the back of this form.

FEES:

- \$13.00 for each certificate payable by cash, check or money order to VITAL STATISTICS.
(We charge to search even if no certificate is found.)
- \$13.00 legal amendment fee is required to process paternity/adoption actions, court ordered name changes, and filing delayed certificates. (This fee is in addition to the certificate fee.)

WHO CAN ORDER:

Only immediate family members, their legal representatives, or those with a property right.

IDENTIFICATION:

Proof of identification of the requester is required. Please provide photocopies of either: 1) picture ID with requesters signature; or 2) two forms (without picture) with requesters signature. Copies must show both sides of ID(s).

SIGNATURE:

Sign this request with your current name.

PLEASE PRINT

Your Name _____

Your Address _____

Your Signature _____

For Office Use Only

Rcpt. # _____

Pmt. Type _____

Amt. \$ _____

Ck. # _____

Notes

Birth, Death, Stillbirth, Marriage or Divorce MUST have occurred in Idaho.

We have Birth & Death certificates since July 1911, Marriage & Divorce certificates since May 1947.

Birth

Cert. # _____

PLEASE PRINT

Name on Certificate _____ Your Relationship (self, mother, etc.) _____

Date of Birth _____ Father's Full Name _____

City of Birth _____ Mother's Full Maiden Name _____

Number of Copies _____ Purpose for the certificate _____

☒ Indicate Certificate Requested:

Death

Stillbirth

Cert. # _____

PLEASE PRINT

Name on Certificate _____ Date of Death _____

Your Relationship _____ City of Death _____

Number of Copies _____ Purpose for the certificate _____

☒ Indicate Certificate Requested:

Marriage

Divorce

Cert. # _____

PLEASE PRINT

Husband _____ Date of Marr or Div _____

Wife _____ City of Marr or Div _____

Your Relationship (self, mother, etc.) _____

Number of Copies _____ Purpose for the certificate _____

FEES: Effective July 1, 2002

CERTIFICATES (each): \$13.00 (*Certificates are certified computer generated copies and valid for all legal purposes.*)
LEGAL AMENDMENT FEE: \$13.00 (*Includes filing/processing paternity/adoption actions, court ordered name changes, and filing delayed certificates only. Certificates are an additional \$13.00 each.*)

OPTIONAL SERVICES: *Please clearly state in the notes box on the front of this form if requesting any of the following services. If it is not noted what optional services are requested the additional fees will be refunded and your order will be delayed.*

- ◆ **A CERTIFIED PHOTOCOPY** of a certificate can be ordered for \$18.00. Additional certified photocopies of the **same** certificate ordered at the same time are \$13.00 each.
- ◆ **EXPEDITED PROCESSING** can be ordered by adding a **one time** \$5.00 special handling fee to your entire order. Expedited orders will be processed before regular orders. Expedited orders **must** be sent to us by special mailing such as Express Mail, FedEx, etc., and will be returned by regular mail unless a prepaid special mailing envelope is enclosed.

WHO CAN ORDER: Vital Records Are Legally Confidential (*Title 39, Chapter 2, Idaho Code*)

- ◆ **Birth** certificates are legally confidential in Idaho for **100 years**.
- ◆ **Death, stillbirth, marriage and divorce** certificates are legally confidential in Idaho for **50 years**.
Only immediate family members, their legal representative, or those who provide documentation showing it is needed for their property right may order legally confidential certificates.

IMMEDIATE FAMILY

- Spouse • Sibling
- Parent • Grandparent
- Child • Grandchild

NOTE: Proof of relation may be required. Step-relatives, in-laws, great grandparents, etc. are not immediate family.

IDENTIFICATION: Identification Is *Required*

Proof of identification of the requester is required. Please provide photocopies of either; 1) picture ID with requestor's signature; **or** 2 two forms (without pictures) with requestor's signature. Copies must show **both** sides of ID(s).

SUGGESTED ID LIST

- | | | | | |
|---|-----------|---|-----------|---|
| Picture ID - with a signature | OR | Two Forms of ID - One must have a signature | OR | <ul style="list-style-type: none">▪ Notarized letter (<i>you must present the original letter, not a photocopy or faxed copy</i>)▪ Have an immediate family member (<i>that has ID</i>) order it |
| <ul style="list-style-type: none">▪ Driver's License▪ State ID Card▪ Passport▪ Military ID Card▪ Tribal ID Card | | <ul style="list-style-type: none">▪ Social Security Card▪ Credit/Debit/ATM Card▪ Work ID Card▪ School ID Card▪ Car Registration/Insurance▪ Library Card▪ Doctor/Medical Record▪ Insurance Record▪ Fishing License▪ Pay Stub▪ Canceled Check (<i>not a voided check</i>)▪ Traffic/Pawn Ticket▪ Bill with current address▪ Court Record▪ Voter Registration Card▪ Year Book (<i>current</i>) | | |

Warning: False application for a certified copy of a vital record is a felony punishable by a fine up to \$5,000, five years in prison, or both (*Title 39, Chapter 2, Idaho Code*).